

New Jersey Department of Education
Office of Vocational-Technical, Career and Innovative Programs

EVENING SCHOOL FOR FOREIGN-BORN RESIDENTS
FY 2006

APPLICATION

EVENING SCHOOL FOR FOREIGN-BORN RESIDENTS

FORMS WITH INSTRUCTIONS

FISCAL YEAR 2006

NEW JERSEY DEPARTMENT OF EDUCATION
Office of Vocational-Technical, Career and Innovative Programs



PTM 1502.46

Application Due Date: June 30, 2005

New Jersey Department of Education
Office of Vocational-Technical, Career and Innovative Programs

EVENING SCHOOL FOR FOREIGN-BORN RESIDENTS
FY 2006

SUMMARY DESCRIPTION OF THE GRANT PROGRAM

The Evening School for Foreign-Born Residents Grant Program (EFB) is an entitlement program that supports local education agencies (LEAs), including charter schools in providing educational opportunities for limited English proficient adults who lack the English language skills necessary for effective citizenship and productive employment. Grant funds are available under the authority of *N.J.S.A.* 18A:49-1 and *N.J.A.C.* 6:30-2 et seq.

PROGRAM INTENT

The application period for the Evening Schools for Foreign-Born Residents Grant Program is September 1, 2005 – June 30, 2006.

It is the intent of the Department of Education to support local education agencies (LEAs), including charter schools, in sponsoring projects that provide limited English proficient adults with the following: 1) English language instruction in the areas of listening, speaking, reading and writing to function effectively in an English-speaking environment, and 2) an educational program that emphasizes contextualized instruction on the rights and responsibilities of citizenship, naturalization procedures, civic participation, and U.S. history and government to help students acquire the skills and knowledge necessary to become active and informed parents, workers, and community members.

APPLICATION SUBMISSION

The Application Control Center (ACC) must receive complete applications **by June 30, 2005**. Applications that are **received after June 30, 2005**, will **not** be considered for Evening School for Foreign-Born Residents funding for fiscal year 2006. Applications submitted via FAX will not be accepted under any circumstances. **To allow for review, approval and notification prior to the start date, any application not complete by August 31, 2005 will not be considered for funding in fiscal year 2006.**

The original and one (1) copy of the application must be mailed or delivered to:

Application Control Center
New Jersey Department of Education
River View Executive Plaza, Building 100
P.O. Box 500
Trenton, NJ 08625-0500

New Jersey Department of Education
Office of Vocational-Technical, Career and Innovative Programs

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Hand-delivered applications must be delivered to the address above which is located next to Mercer County Waterfront Park, on Route 29 in Trenton, between the hours of 8:30 a.m. and 4:00 p.m., Monday through Friday (excluding state holidays).

Applicants are encouraged either to hand deliver the application and obtain a dated receipt, or to send the application by Certified Mail, Return Receipt Requested, or to arrange for delivery by an overnight delivery service to ensure timely delivery of the application.

**Application forms and guidelines may be located through the
New Jersey Department of Education web site at:
<http://www.state.nj.us/education>
*Select Grants. Select NJDOE Entitlement Grants. Select Evening School for
Foreign Born Students.***

Complete applications are those that include all of the following components:

**Application/Assurances and Certification Page
Project Budget Statement
Project Description
Project Activity Plan
Budget Detail Forms**

Timelines for Evening School for Foreign-Born Residents

The original and one (1) copy of the application must be received by the Application Control Center, **by June 30, 2005.**

The following application and report must be submitted **ONLY** to the **Bureau of Adult Education and Family Literacy** on or before the dates listed below:

**FY 2006 Amendment Application
FY 2006 Final Report**

**No later than May 1, 2005
December 1, 2006**

Reminder: FY 2005 Final Reports are due by December 1, 2005

If you need copies of the FY 06 Application, Amendment Application or Final Report contact the Bureau of Adult Education and Family Literacy for copies.

**You may also download forms and guidelines from the New Jersey Department
of Education web site at: <http://www.state.nj.us/education>.
*Select Grants. Select NJDOE Entitlement Grants. Select Evening School for
Foreign Born Students.***

**New Jersey Department of Education
Office of Vocational-Technical, Career and Innovative Programs**

**EVENING SCHOOL FOR FOREIGN-BORN RESIDENTS
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Goals and Objectives

The following are the statewide goals for this grant program:

1. The Evening School for Foreign-Born Residents will provide limited English proficient adults with English language instruction in the areas of listening, speaking, reading and writing in order to function effectively in an English-speaking environment.
2. The Evening School for Foreign-Born Residents will provide limited English proficient adults with an educational program that emphasizes contextualized instruction on the rights and responsibilities of citizenship, naturalization procedures, civic participation, and U.S. history and government to help students acquire the skills and knowledge necessary to become active and informed parents, workers, and community members.

Program Requirements

1. Each project must address the two state goals and include objectives. Objectives should be measurable, achievable, realistic and consistent with identified state goals.
2. Each project must provide in narrative form a project description in narrative form, which must include information regarding the instructional practices that the project will use to integrate English literacy and civics education for immigrants and other limited English proficient populations. The project description must include an overview of project goals, objectives, indicators and outcomes, and must identify how progress will be evaluated.
3. Each project must include curricula for adult basic education that integrate English literacy and civics education.
4. Each project must include a Project Activity Plan that addresses, at a minimum, the following components: a data system to document the identified population to be served; a plan of operation; recordkeeping; and an intake process.
5. For the purpose of this program, an individual may be counted as enrolled only after completing a minimum of 12 hours of instruction or reaching his/her identified entry-level goal.
6. Pursuant to *N.J.S.A. 18A: 49-6*, by August 1, of each year, projects receiving state funds for Evening School for Foreign-Born Residents must complete and file with the Office of Vocational-Technical, Career and Adult Programs a Final Report for the grant period. A copy of this report form and instructions for its completion are included with this application.

New Jersey Department of Education
Office of Vocational-Technical, Career and Innovative Programs

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APPLICATION TITLE PAGE

| | | | |
|---|--|----------------------------|--|
| 1. LEA: | | Project Code: EFB _____ 06 | |
| 2. Chief School Administrator: | | 2a. Telephone #: | |
| 3. Project Director: | 3a. Telephone #: | 3b. FAX #: | |
| 4. Address: | 5. County Name: | | |
| | 5a. County Code: | | |
| | Project Duration: 9/1/2005-6/30/2006 | | |
| 6. Number of Participants: | 7. Board Approval Date For Application Submission: | | |
| 8a. Evening School for Foreign-Born Residents Grant Amount: \$ | | 8b. Matching Amount: \$ | |

ASSURANCES AND CERTIFICATION

The applicant hereby assures the New Jersey Department of Education that:

1. The Evening School for Foreign-Born Residents grant will be operated pursuant to the *N.J.S.A. 18A:49-1* and in compliance with *N.J.A.C. 6:30 et seq.*
2. The local education agency (LEA) will keep such records and provide such information to the New Jersey Department of Education as may be required for fiscal audit and program evaluation.
3. The LEA will use fiscal controls and fund accounting procedures that will ensure proper disbursement of, and account for, funds paid to the LEA through this application.
4. The district agrees to maintain all records that pertain to this grant for a period of three years following completion of the funded activities.

I certify that the information contained in the application is correct and complete and that the LEA has authorized me, as its representative, to give the above assurances and to file this application.

| | |
|--|-------|
| 9. Chief School Administrator Signature: | Date: |
|--|-------|

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INSTRUCTIONS FOR COMPLETING THE APPLICATION TITLE PAGE

NOTE: Enter your LEA's four-digit district code as the Project Code.

Items 1-5a. Complete all identifying information.

Item 6. Enter the projected number of participants that will be served by the project.

Item 7. Enter the date of board approval for submission of this application. If the board approval date is after the submission, forward a copy of the board resolution under separate cover.

Item 8. Enter the amount of entitlement funds.

Item 8b. Enter the amount of local matching funds.

Assurances and Certification

Item 9. Obtain the date and signature of the chief school administrator on the Assurances and Certification.

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PROJECT DESCRIPTION

Copy this page as needed

INSTRUCTIONS:

Provide, in narrative form, a project description that includes information regarding the instructional practices that the project will use to integrate English literacy and civics education for immigrants and other limited English proficient populations. The project description must include an overview of project goals, objectives, indicators and outcomes, and must identify progress will be evaluated.

LEA: _____

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September 1, 2005 – June 30, 2006

PROJECT ACTIVITY PLAN

LEA: _____

Project Code: EFB ____ _ 06

Goal 1: The Evening School for Foreign-Born Residents will provide limited English proficient adults with English language instruction in the areas of listening, speaking, reading and writing in order to function effectively in an English-speaking environment.

Objectives: _____

| Activities | Timeframe | Staff Responsible | Evaluation/Documentation |
|------------|-----------|-------------------|--------------------------|
| | | | |

NOTE: This page may be duplicated as needed.

**EVENING SCHOOL FOR FOREIGN-BORN RESIDENTS
FY 2006**

September 1, 2005 – June 30, 2006

PROJECT ACTIVITY PLAN

LEA: _____

Project Code: EFB _ _ _ _ **06**

Goal 2: The Evening School for Foreign-Born Residents will provide limited English proficient adults with an educational program that emphasizes contextualized instruction on the rights and responsibilities of citizenship, naturalization procedures, civic participation, and U.S. history and government to help students acquire the skills and knowledge necessary to become active and informed parents, workers, and community members.

Objectives: _____

| Activities | Timeframe | Staff Responsible | Evaluation/Documentation |
|------------|-----------|-------------------|--------------------------|
| | | | |

NOTE: This page may be duplicated as needed.

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INSTRUCTIONS FOR COMPLETING THE PROJECT ACTIVITY PLAN

INSTRUCTIONS:

Each project must develop objectives that relate to each of the statewide goals below and on the Project Activity Plan forms. The objectives should be measurable, achievable, realistic, and consistent with the needs identified in the goals.

Objectives should be numbered sequentially under each goal, e.g., objectives corresponding to Goal 1 should be numbered 1.1, 1.2, 1.3, etc., and objectives corresponding to Goal 2 should be numbered 2.1, 2.2, 2.3, etc.

Evening School for Foreign-Born Residents Statewide Goals:

1. The Evening School for Foreign-Born Residents will provide limited English proficient adults with English language instruction in the areas of listening, speaking, reading and writing in order to function effectively in an English-speaking environment.
2. The Evening School for Foreign-Born Residents will provide limited English proficient adults with an educational program that emphasizes contextualized instruction on the rights and responsibilities of citizenship, naturalization procedures, civic participation, and U.S. history and government to help students acquire the skills and knowledge necessary to become active and informed parents, workers, and community members.

The objectives must be identified on the Project Activity Plan under the corresponding goal (i.e., Goal 1 and Goal 2).

Objectives:

- ✓ List the objectives for Goals 1 and 2.

Activities:

- ✓ List the activities for which funds will be used to support the achievement of each objective under Goals 1 and 2.
- ✓ Identify the timeframe for each activity.
- ✓ Identify the staff responsible for completing each activity.
- ✓ Identify the documentation (indicators) that will be used to evaluate successful completion of each activity.

NOTE: This page may be duplicated as needed.

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INSTRUCTIONS FOR COMPLETING THE BUDGET DETAIL PAGE

INSTRUCTIONS:

Use the format provided on the Project Budget Statement page to itemize the budgeted costs for this project. Use as many budget detail pages as needed. Budget in whole dollars only.

Enter LEA name and project code at the top of the page. Note: The four-digit project code is your LEA's district code.

BUDGET CATEGORY: List the expenditure categories in the same order as they appear on the Project Budget Statement.

FUNCTION OBJECT CODES: List the appropriate codes.

DESCRIPTION/ITEMIZATION: List/describe the item(s) to be funded in each category. For the salary categories, list each position **separately** by title. Identify summer/stipend employees.

EMPLOYEE BENEFITS (200-200): Indicate the fringe benefits to be paid using Evening School for Foreign-Born Residents funds for each position by function & object code. Separate costs for Teacher's Pension and Annuity Fund (TPAF)/Social Security costs (FICA) from costs for other fringe benefits, (e.g., health benefits, group insurance).

STATE AND LOCAL ITEMIZED BUDGET:

1. **Salaries** (100-100; 200-100): Specify the costs (i.e., number of hours, number of days/weeks, and rate of payment).
2. **Purchased Services** (100-300, and 100-500): Specify the costs for services (i.e., evaluation, equipment rental, entrance fees, bus rental) including the rate of payment (i.e., hourly, daily, per item, per pupil), and the amount of service to be provided (i.e., number of pupils, evaluation, hours).
3. **Instructional Supplies** (100-600): List the total amount of funds requested and include a description of how the funds will be used (i.e., classroom supplies, instructional software).
4. **Textbooks** (100-600): Provide total costs. Identify the textbooks and their cost basis (quantity X cost = \$_____).

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5. **Noninstructional Supplies and Materials** (200-600): Show administrative and noninstructional costs.
6. **Equipment** (400-731 & 732): Describe and specify the cost for each piece of equipment (unit cost of more than \$2,000), separating instructional and noninstructional equipment. Budget whole dollars only.
7. **Schoolwide Programs** (520-930 Abbott): Include the combined costs of the expenditure categories specific to the schools.
8. **TOTAL:** Provide the total for Employee Benefits (200-200), State and Local itemized budget.

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BUDGET SUMMARY

LEA: _____

PROJECT #:EFB- _____-06

| EXPENDITURE CATEGORY | FUNCTION & OBJECT CODES | FUNDING SOURCES | | TOTAL LEA USE ONLY |
|--|-------------------------------|-----------------|----------------|--------------------------|
| | | STATE | LOCAL MATCH | |
| INSTRUCTION | | | | |
| Personal Services - Salaries | 100-100 | | | |
| Purchased Prof. & Tech. Services | 100-300 | | | |
| Other Purchased Services | 100-500 | | | |
| General Supplies | 100-600 | | | |
| Other Objects | 100-800 | | | |
| SUBTOTAL INSTRUCTION | | | | |
| SUPPORT SERVICES | | | | |
| Personal Services - Salaries | 200-100 | | | |
| Personal Services-Employee Benefits | 200-200 | | | |
| Purchased Prof.-Ed Services | 200-300 | | | |
| Purchased Prof. - Ed. Serv. | 200-320 | | | |
| Purchased Property Services | 200-400 | | | |
| Other Purchased Services | 200-500 | | | |
| Travel | 200-580 | | | |
| Supplies and Materials | 200-600 | | | |
| Other Objects | 200-800 | | | |
| <i>Indirect Costs</i> | 200-860 | | | |
| SUBTOTAL-SUPPORT SERVICES | | | | |
| FAC ACQ & CONSTRUCTION SERV | | | | |
| Buildings | 400-720 | | | |
| Instructional Equipment | 400-731 | | | |
| Noninstructional Equipment | 400-732 | | | |
| SUBTOTAL-FACILITIES ACQUISITION & CONSTRUCTION SERVICES | | | | |
| Schoolwide Programs: Abbott | 520-930 | | | |
| TOTAL PROJECT EXPENDITURES | | | | |

LEA BUSINESS ADMINISTRATOR NAME

BUSINESS ADMINISTRATOR SIGNATURE

DATE

**EVENING SCHOOL FOR FOREIGN-BORN RESIDENTS
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|---|
| INSTRUCTIONS FOR COMPLETING PROJECT BUDGET SUMMARY |
|---|

NOTE: Refer to the *Uniform Minimum Chart of Accounts* distributed by NJDOE for specific instructions regarding classification of expenditures under each category heading. A Quick Reference of Commonly Requested Costs can be found on the Department of Education's Web site at: www.state.nj.us/njded/voc/perkins/2004/appendiicies/app.k.doc.

1. Complete the identifying information at the top of the form.
2. Completing the State (Evening School for Foreign-Born Residents) and Local Match columns.
STATE FUNDS MUST BE MATCHED DOLLAR FOR DOLLAR WITH LOCAL FUNDS.
3. Indicate the amount budgeted in each of the expenditure category for the activities supported with these funds. The budgeted amounts in each category on the Budget Detail and Budget Summary forms must match. Budget amounts in whole dollars only.
4. The figures on the Total Project Expenditures line for both the State and Local Match columns must be equal to the figures shown on the Application Title Page under items 8a and 8b, Grant Amount (State) and Matching Amount (Local Match).
5. The LEA Business Administrator must sign and date the Project Budget Summary form in the space provided at the bottom of the form.